



**TOWN OF CONCORD**  
**HUMAN RESOURCES DEPARTMENT**  
TOWN HOUSE  
P.O. BOX 535  
22 MONUMENT SQUARE  
CONCORD, MASSACHUSETTS 01742

TEL: 978-318-3025  
FAX: 978-318-3024  
*hr@concordma.gov*

June 2, 2016

Dear Candidate,

Thank you for your interest in an **Intern** position with the Town of Concord. Enclosed with this letter is a description of the duties and qualifications for this position, as well as an application form. In order to be considered for this position, you must fully complete the application form and return it to the Town Human Resources Office by **Monday, June 20, 2016 at Noon**. Any applications received after June 20<sup>th</sup> may be considered if the position has not been filled.

This position is funded through a grant from the Massport Community Summer Jobs Program, which requires that applicants be residents of **Concord, Lexington, Lincoln, Bedford, Charlestown, Chelsea, East Boston, South Boston, Revere or Winthrop**. Applicants must also be students currently enrolled in a high school, college or university.

Please note that you may attach a resume to your application as additional information; however, the resume cannot serve as a substitute for completing the form in full. Emailed resumes are not accepted. In your application package, please do not include any information pertaining to age, race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation and physical/medical condition or history.

You can expect to be notified as soon as a decision has been made regarding your standing in the process.

Again, thank you for your interest in the Town of Concord.

Sincerely,

Amy Foley  
Human Resources Director

Enclosures (2)



*The Town of Concord  
is currently accepting applications for the temporary position of:*

**INTERN**  
**Department of Planning and Land Management  
&  
Social Services Division**

\$10.00 per hour, up to 40 hours per week  
Daily hours worked can be flexible but work must be conducted during regular  
business hours of 8:00 AM to 4:30 PM, Monday through Friday.

**Application Deadline: Monday, June 20, 2016 at noon,  
but applications will be accepted until the position is filled.**

This position is funded through a grant from the Massport Community Summer Jobs Program. The Massport grant requires that applicants be residents of Concord, Lexington, Lincoln, Bedford, Charlestown, Chelsea, East Boston, South Boston, Revere or Winthrop and be students currently enrolled in high school, college or a university. This temporary position is available from July 5, 2016 through August 19, 2016 (seven weeks), subject to funding availability.

**APPLICATION PROCESS:**

All applicants are required to complete the attached Town application form. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form.

Applications must be received in the Concord Human Resources Office by **Monday, June 20, 2016 at noon** to ensure consideration. Any application received after June 20<sup>th</sup> may be considered if the position has not been filled. Emailed resumes are not accepted. The Town reserves the right to modify the application deadline, and/or to accept applications after the deadline, to best serve the interest of the community.

The most highly qualified candidates will be invited to one or more interviews and/or other assessments. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodation in order to participate in this process should contact the Concord Human Resources Department.

**The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE**

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Questions regarding this hiring process should be addressed to the:  
**Concord Human Resources Department**  
Town House, 22 Monument Square, P.O. Box 535, Concord, MA 01742  
**Tel: 978-318-3025 Fax: 978-318-3024**  
**[www.concordma.gov/hr](http://www.concordma.gov/hr)**

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## **ABOUT THE POSITION:**

The Town of Concord prides itself on the high level of service it provides to its residents and the many visitors who come to Concord each year to see its nationally significant historic and cultural sites. To assist in furthering these goals, the Town seeks a qualified applicant to work within the Department of Planning and Land Management, performing duties for both the Planning and Social Services Divisions. The successful candidate will be exposed to many facets of these diverse offices and their responsibilities.

Under the direction of the Director of Planning & Land Management and assisted by the Community Services Coordinator, the successful candidate will work with Concord's Planning Division and Social Services Staff on a variety of projects involving research, writing, field work and computer experience. This year, the projects will include: 1) updating the Social Services Division's Youth and Family Services Resource Guide and marketing materials; 2) assisting the Planning Division to research and document existing conditions that will provide background information to the newly appointed Comprehensive Long Range Plan Committee; 3) working to observe and document visitor use and parking information of public parking facilities; and 4) assisting the Concord Historical Commission in researching and recording information about two important historic sites—the Harrington/Wheeler house and farm site on Harrington Ave. and the Camp Massachusetts muster site of September 7-9, 1859 (prior to the Civil War).

Participants in this program will assist the Town in providing clear and more easily accessible information on its available resources, and encourage more local program participation. In addition, this program will create opportunities for Concord's youth to become more familiar with their community, its resources and needs, as well as the fields of planning, community services and historic preservation, as they work on projects with the Social Services and Planning Divisions, both of which directly relate to the implementation of Town-wide goals and initiatives.

Candidates must have a general knowledge of Microsoft Windows (Word, Excel and Access) and related software, as well as digital cameras/photography. Candidates must be able to organize information in spreadsheets and perform research and field work as needed. Good communication skills, a positive attitude, excellent verbal and written skills and the ability to work unsupervised are also required. A general understanding of good graphic design is a plus.



# TOWN OF CONCORD

An Equal Opportunity Employer

## EMPLOYMENT APPLICATION

BOTH PAGES MUST BE LEGIBLY COMPLETED

Return to: Human Resources Dept., 22 Monument Square

**OR** Mail to: P.O. Box 535, Concord, MA 01742

Name	_____	_____	_____
	First	Middle	Last
Address	_____		
City	_____	State	_____ Zip
Home # (____)	_____		Cell # (____) _____
Email Address	_____		

Position Applying for: **INTERN**

How did you learn of this position, please be specific (i.e. Concord's website, Name of Newspaper, etc.): \_\_\_\_\_

Schedule: Continuous ☐ Seasonal ☐ Full Time ☐ Part Time ☐ Either ☐

Do you have relatives working for the Town of Concord? Yes ☐ No ☐

Are you, or any relative, a member of any Town Board or Commission? Yes ☐ No ☐

If yes to either, please specify \_\_\_\_\_

If hired, can you provide proof of citizenship or legal right to work in the US? Yes ☐ No ☐

Are you under 18 years of age? If yes, a work permit is required. Yes ☐ No ☐

### SPECIAL SKILLS (Below please list special skills applicable to this position)

\_\_\_\_ Typing (WPM \_\_\_\_)  
\_\_\_\_ Word Processing /  
Equipment/Programs  
\_\_\_\_

\_\_\_\_ Shorthand (WPM \_\_\_\_)

\_\_\_\_ 10 Key Calculator  
\_\_\_\_ Computers -  
Equipment/Programs  
\_\_\_\_  
\_\_\_\_  
\_\_\_\_

Licenses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Shop or Heavy Equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

### EDUCATION HISTORY

Highest Level of Education: \_\_\_\_\_ Grade School \_\_\_\_\_ High School Diploma or equivalent  
\_\_\_\_ Vocational, Technical Diploma or Certificate  
\_\_\_\_ Associates Degree \_\_\_\_\_ Bachelors Degree \_\_\_\_\_ Post Grad. Degree

Name and Address of Schools (High School and Above)	Major Fields of Study	Number of years completed or type of degree received

Other Training you received (e.g. Work Training Programs, Armed Forces Training, Special Courses, etc.):

Additional information that may be helpful in establishing your qualifications. (Awards, Professional Affiliations, etc.)

**EMPLOYMENT RECORD**

**This section must be completed.** A resume cannot be substituted. List most recent position first. Include relevant summer employment or work performed on a voluntary basis.

Name of Company \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year  
Address \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/wk/yr Hours per Week \_\_\_\_\_  
Your Supervisor \_\_\_\_\_ Reference phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Your Position Title \_\_\_\_\_ Summarize your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving (or Seeking Other Employment) \_\_\_\_\_

Name of Company \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year  
Address \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/wk/yr Hours per Week \_\_\_\_\_  
Your Supervisor \_\_\_\_\_ Reference phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Your Position Title \_\_\_\_\_ Summarize your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Name of Company \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year  
Address \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/wk/yr Hours per Week \_\_\_\_\_  
Your Supervisor \_\_\_\_\_ Reference phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Your Position Title \_\_\_\_\_ Summarize your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Name of Company \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year  
Address \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/wk/yr Hours per Week \_\_\_\_\_  
Your Supervisor \_\_\_\_\_ Reference phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Your Position Title \_\_\_\_\_ Summarize your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.*